DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-PTM-PP (525-13) 04 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Leonard Wood Command Policy #61-02, Level I Antiterrorism Training Policy

1. REFERENCES.

a. DODI 0.2000.16 Combating Terrorism Program Standards.

b. AR 525-13 Antiterrorism Force Protection.

2. PURPOSE. To establish policies, procedures and responsibilities for Level I Antiterrorism training at Fort Leonard Wood, Missouri.

3. POLICY/PROCEDURES. IAW AR 525-13, paragraph 4-5 (b) (3), all Military and DOD Civilians must receive Level I Antiterrorism Awareness Training annually.

a. All military and DOD Civilians pending travel outside the United States and its territories or possessions (further referred to as an overseas area) must obtain a situation update on the planned area of travel within two months before departing to the overseas area.

b. When traveling on official government orders, family members will, IAW AR 525-13, 4-5(b)3, and Standard 22 of DODI 0.2000.16, receive similar training prior to traveling. All family members 14 years and older will receive training. DOD-employed contractors will be offered annual antiterrorism awareness training. Contractors will also be offered an area of responsibility (AOR) update prior to traveling OCONUS.

c. AT/FP Level 1 awareness training is available from the internet at this website: **www.at-awareness.org.** The access code for the training is available from your S-2 section Antiterrorism Officers (ATO).

d. Commanders/Directors must ensure that soldiers/civilians receive this training annually. Units will maintain a record of individuals who receive the training. A signed memorandum for record (MFR) or certificate from the web based brief certifying when the soldier received AT/FP training will be placed and kept in the soldier's training record.

4. The following personnel procedures support the above requirement:

a. **AR 600-8-10, Leaves and Passes**. For OCONUS leaves/passes, the leave/pass approving authority must verify that training was received and place the following entry in item 17 (remarks), DA Form 31, "Antiterrorism Force Protection Level 1 Awareness Training received on (date)." Accompanying family members should also be encouraged to receive this training.

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b. **AR 600-8-11, Reassignment**. Soldiers will be informed during reassignment interviews, briefings, and processing that they must receive AT/FP awareness training before departure to an overseas area.

c. **AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing).** This training is a required outprocessing check on the DA Form 137-1-R, Unit Clearance Record.

d. **AR 600-8-104, Military Personnel Information Management/Records**. The soldier's training record transmittal jacket (TRTJ) (DA Form 5287-R) is a required transfer document to accompany soldiers when they PCS. The AT/FP Level 1 Awareness Training MFR or certificate must be included with this record.

e. **AR 600-8-105, MILITARY ORDERS**.

(1) PCS/TCS Travel. The following statement will be included in the PCS/TCS order additional instructions for soldiers being reassigned overseas: "Soldier Requires Antiterrorism Force Protection Level 1 Awareness Training prior to departure overseas."

(2) TDY TRAVEL. For OCONUS Travel, the TDY approving authority must verify that the training was received and place the following entry in item 16, DD Form 1610: "Antiterrorism Force Protection Level 1 Awareness Training received on (date)."

5. Responsibilities. Commanders/Supervisors will:

a. Enforce the standards of this policy and cited regulations.

b. Ensure widest dissemination of this policy within their individual units, organizations and agencies.

6. PROPONENCY. The proponent of this command policy is the DPTM, Antiterrorism Force Protection office, 573-563-4045.

R. L. VanAntwerp

R. L. VANANTWERP
Major General, USA
Commanding

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